



AFTERSCHOOL DAZE

2016-2017 Parent Handbook



McCambridge Recreation Center
1515 N. Glenoaks Blvd.
(818) 238-5378
www.burbankca.gov/asd
afterschooldaze@burbankca.gov



city of burbank **PARKS
& RECREATION**

WELCOME TO AFTERSCHOOL DAZE!

The City of Burbank Parks and Recreation Department would like to welcome you and your child(ren) to Afterschool Daze (ASD), a supervised recreational program for students in grades K-5. The 2016-2017 ASD program will be offered every school day, Monday through Friday, at Edison, Emerson, Jefferson and Miller Elementary Schools, and at Olive Recreation Center (servicing Disney Elementary School) and Verdugo Park (servicing Roosevelt and Stevenson Elementary Schools).

At ASD, we provide a safe environment for children with activities that enhance the children's physical, social, and cognitive development. Experienced staff lead the children in activities such as games, sports, nature, cooking, crafts, science, fitness, and special events. Homework time is designated daily and assistance is offered by staff. We look forward to a great school year!

ABOUT ASD

PROGRAM HOURS

Program hours cover regular dismissal time, including early Tuesday dismissals. **We do not have coverage available for early kindergarten release (except for Roosevelt Elementary Kinder Club).** Supervision is provided to meet the school's "minimum day" needs (usually 1:13 p.m. or 2:05 p.m. dismissal) at no additional cost. **The ASD program closes promptly at 6:00 p.m., late fees will be charged after 6:00 p.m.**

In the first several weeks of the school year, supervision is provided at the early dismissal time for schools with divided openings.

The ASD program cannot accommodate specific classroom schedule changes for field trips or other activities. If your child will be dismissed before ASD hours, please make arrangements to care for your child until regular pick up time at your school. Some schools will assist in accommodating children that have schedule changes until ASD care begins.

PARTNERSHIP WITH BURBANK UNIFIED SCHOOL DISTRICT

The City of Burbank Parks and Recreation Department staff offers the ASD program with the support of the Burbank Unified School District. All communication regarding program activities and child absences must be directed to the ASD staff, **not** to elementary school staff.

CONTACTING PROGRAM DIRECTOR

To speak with the program director or administrative staff, please call McCambridge Recreation

Center at (818) 238-5378. The administrative staff can be reached until 6:30 p.m. Beyond regular business hours, you may leave a message with night staff at McCambridge Recreation Center or send an email.

Program Director: Viviana Garzon
Email: afterschooldaze@burbankca.gov

STAFF

The ASD staff consists mostly of college students and college graduates. Many of the staff have taken or are currently enrolled in child development, education, and recreation classes. All ASD staff are CPR, First Aid, and Blood Borne Pathogens certified. In addition, staff go through the Live Scan fingerprinting process. The City of Burbank Parks and Recreation Department conducts bi-monthly staff meetings with focused training. The staff is enthusiastic and strives to make ASD an exemplary program!

The Recreation Leader at each site is the site supervisor of the ASD program. The Recreation Leader is an experienced part-time member of the City of Burbank Parks and Recreation Department. Each ASD site is staffed with one Recreation Leader and one or more Work Trainees who support and assist the Recreation Leader in all program activities.

PROGRAM SCHEDULE

Daily program elements include free play, homework time, and recreational activities. The following is a typical daily schedule:

- 30 - 45 minutes FREE PLAY
 - 30 – 45 minutes HOMEWORK TIME
Children are required to do their homework unless they do not have homework or they are given written parent permission to do another quiet activity. **If a child does not have homework, he/she should bring a book or other quiet activity. All children will participate in quiet time during homework time.**
 - 60 minutes ORGANIZED RECREATIONAL ACTIVITIES
Activities may include sports, crafts, games, cooking, contests, science and occasional G or PG movies. Please talk to your site staff if you have any concerns regarding PG movies being viewed by your child.
 - 30 minutes FREE CHOICE of activities and clean up.
- *Schedules may vary slightly at each site. Talk with your site leader regarding specific program schedules.

CALENDARS & NEWSLETTERS

Each ASD site creates a monthly calendar of events to distribute to the children and parents. Calendars will consist of a variety of activities, ranging from arts, crafts, science, nature, cooking, physical activities or games. A monthly newsletter with program and department information is also distributed each month.

PHYSICAL ACTIVITIES

Physical activities, games and fitness are scheduled often in an effort to help kids stay healthy and physically fit. If your child has any limitations that may affect his/her ability to participate in physical activities, please be sure to inform your site staff.

REPORTING ABSENCES

If your child will be absent from ASD, you must notify the site staff one of the following ways:

- On the previous day when you pick up your child
- **Call** McCambridge Recreation Center at (818) 238-5378 by **12:00 p.m.** on the day your child will be absent
- **Email** the child's name, the date of the absence and the school he/she attends to afterschooldaze@burbankca.gov by **12:00 p.m.** on the day your child will be absent.

Cooperation between parents and staff help insure the safest environment for the children. Excessive "no-calls" may result in your child being dismissed from the program.

CONTACTING SITE STAFF

ASD staff carry a site cell phone that will be operational **during ASD hours**. Please call this number if you need to communicate with site staff during ASD hours.

- DISNEY ASD 818-963-0510
- EDISON ASD 818-963-1317
- EMERSON ASD 818-963-1578
- JEFFERSON ASD 818-914-8604
- MILLER ASD 818-854-9512
- ROOSEVELT ASD 818-854-9968
- STEVENSON ASD 818-854-9993

Kind reminder: Do not call or text staff on their personal cell phones.

EMERGENCY INFORMATION

Please make sure all the information on your child's registration form is current and accurate. If you move or change phone numbers (work, cell, or home), please make sure that the information on your emergency forms is updated immediately.

MEDICATION

If your child requires medication during program hours, you and your doctor must complete a **Medication Release Form**. This form must be on file with the program director. ASD staff will administer the medication **only** with this form on file.

Please note any information that will help staff effectively supervise your children, for example: health considerations, special needs, etc. on their Registration Form.

DISCIPLINE POLICY

To prevent the need for discipline, the City of Burbank Parks and Recreation Department staff utilizes positive reinforcement techniques while communicating with the children. ASD staff recognizes and rewards appropriate behavior. However, if there is a need for discipline, appropriate action will be taken. The procedures used by the staff are designed to be fair, consistent and effective. First, the staff and child will discuss the inappropriate behavior and expectations of the child. If the problem continues, the child could have a warning, a time out, and/or participation privileges taken away. Parents will be notified when the child misbehaves. Continuous or major disciplinary problems could result in your child being suspended or expelled from the program.

PERSONAL PROPERTY

All articles of clothing and personal property should be clearly marked with your child's name. Be aware that possessions do get lost or misplaced; please discourage your child from bringing toys, radios, electronic games, headphones, etc. to ASD. Cell phones are not to be used during ASD hours. Children using cell phones will be asked to put them away. The City of Burbank Parks and Recreation Department is not responsible for the children's personal belongings.

PHOTOGRAPHS

The City of Burbank may use your child(ren)'s photographs and images for the purpose of publicizing and marketing City activities. No compensation will be given for use of these photographs and these images will become the sole property of the City of Burbank.

PARENT COMMUNICATION

We strongly encourage parent communication and cooperation with the staff. Good communication with each parent helps ASD staff relate to the children most effectively. Please feel free to communicate any special needs or address any concerns that you have to the staff. The staff will inform you of any behavior concerns regarding your child when necessary. Under no circumstances should a parent of one child attempt to discipline another child. In such a case, please address your concerns to staff.

PARENT VOLUNTEER & VISITATION POLICY

The City of Burbank Parks and Recreation Department is committed to providing safe and quality programs for your children. For the safety of the children in the ASD program, the City of Burbank does not allow parents to volunteer or make extended visits during program hours. If you need to drop off a snack or talk to your child during program hours and you are not checking your child out, please limit your visit to less than five minutes. Engaging in activities or interacting with other children during program hours is prohibited. The limited visitation time allows for our staff to have better supervision of the children, limit their exposure to strangers and ensure a safer environment.

SCHOOL RECESS & HOLIDAYS

The City of Burbank Parks and Recreation Department offers day camp programs at various recreation centers during Winter Break, Spring Break, and Summer Break. The day camp program is separate from ASD and your ASD payment does not include these breaks. A designated registration date, location, and time will be determined for each activity. Look for more information at your site.

School and Afterschool Daze will be closed on the following Federal Holidays:

Labor Day	September 5, 2016
Veteran's Day	November 11, 2016
Thanksgiving Day	November 24 and November 25, 2016
Martin Luther King, Jr. Day	January 16, 2017
President's Day	February 20, 2017
Memorial Day	May 29, 2017

PUPIL FREE DAYS

On Pupil Free Days, which are not city-wide holidays, supervision will be provided from 7:30 a.m. to 6:00 p.m. at McCambridge Recreation Center for an additional fee. The fee generally ranges from \$30 to \$35. Look for registration forms at your site to register your child for the Pupil Free Days. The registration deadline will be approximately one week prior to the Pupil Free Day and will be listed on your monthly calendar. Late registrations will not be accepted. Only participants meeting the deadline may be registered for the Pupil Free Day care. A participant who does not meet the deadline will be placed on a waiting list and accepted only if a registered participant drops, making a space available. Registrations will be accepted at the ASD sites and McCambridge Recreation Center. Pupil Free Days are subject to cancellation when enrollment is low.

Pupil Free Days for 2016-2017 School Year:

Wednesday, November 23, 2016
Friday, February 13, 2017

SNACKS

Snacks will **not** be provided on a daily basis. If you wish to send an after school snack for your child, please make sure his/her name is clearly marked on the container. There may be occasions when the children participate in a cooking activity or make a snack. Please make sure the site staff is aware of all food allergies and/or dietary restrictions.

PRIORITY REGISTRATION FOR NEXT SCHOOL YEAR

Children who are enrolled in our program in the 2016-2017 school year will have priority registration for the 2017-2018 school year. Priority Registration forms and information will be distributed after your May payment is made. To receive priority registration, participants must be enrolled in ASD in May 2017 and register for the 2017-2018 school year by the priority registration deadline.

SIGN IN & SIGN OUT

STUDENT SIGN IN

Each participant will check him/herself into the program daily with a staff who will sign them in. Children must check in with staff **immediately** after school dismissal. Constant tardiness may result in your child being suspended or expelled from the program. If your child fails to check in and staff was not notified of his/her absence, staff will call you to confirm the absence. **If you and/or your child cannot be found, the police may be notified.** Excessive “no-calls” for absences may result in your child being dismissed from the program.

SIGNING OUT

A parent, responsible adult, or older sibling (minimum 14-years old) listed on your child’s registration form must sign your child out. Only the people listed on the registration form will be authorized to pick up your child. A photo I.D. will be required to verify identification.

If you need to add to your list of people authorized to pick up your child, you may email afterschooldaze@burbankca.gov by 12:00 pm the day the adult will be picking up your child. Please include your full name, phone number, child’s name, child’s date of birth, name of the person you would like to add to the list, and the date the person will be picking up your child. For safety purposes, a site staff will call you to verify your authorization.

If an unauthorized person attempts to pick up your child or if the person’s identification cannot be verified with a picture I.D., staff **WILL NOT** release your child to him/her. Please remember that parents will need to show identification to the staff on the first few days of school as the staff might not know the parent.

The ASD program may deny access to an adult whose behavior presents a risk to children present in the facility or whose actions disregard the rules and regulations of the program. Furthermore, children will not be released to an adult who appears to be under the influence of drugs or alcohol. If any of these situations appear to be a continuing problem, your child may be dropped from the program.

COURT ORDERS

Parents are automatically authorized to pick up their children. The ASD program can not restrict the rights of one parent at the request of the other parent. If there are extenuating circumstances, please contact the ASD Director.

LATE PICK UP FEES

The closing time of the program at each site is 6:00 p.m. You must pick up your child by this time. Late fees are charged starting at 6:01 and are due when your child is picked up. You will be charged

\$5.00 for the first 15 minutes you are late picking up your child(ren) and an additional \$1 per minute thereafter. At the latest, all late fees are due with payments on the 25th of each month. Picking your child up late on a consistent basis or picking up your child excessively late will result in your child being dropped from the program.

AFTERSCHOOL EXTRACURRICULAR ACTIVITIES

Children are welcome to participate in school sponsored after school activities where the ASD program is provided on campus. An **Activity Participation Release** must be signed by the parent to allow the child to attend an on-campus activity. **NOTE:** children will be responsible for returning to ASD on their own. Staff cannot retrieve students from afterschool activities.

Unfortunately, the ASD program cannot accommodate transportation to/from afterschool activities at sites that are not located on school campuses (Disney, Roosevelt, and Stevenson). Parents are welcome to drop off their child to ASD after the activity is over.

PROGRAM LOCATIONS

The ASD program will take place on the school grounds of Edison, Emerson, Jefferson, and Miller Schools. Participants from Disney, Roosevelt and Stevenson will be picked up at their schools and will walk to their respective parks for the program: **Students from Disney Elementary School meet at their school site and walk to Olive Recreation Center, 1111 W. Olive Avenue. Students from Roosevelt and Stevenson Elementary Schools will meet at their school site and walk to Verdugo Park, 3201 West Verdugo Avenue.**

SCHOOL	WHERE THE CHILDREN MEET*	PICK UP LOCATION*
DISNEY (Olive Recreation Center)	Disney Lunch Shelter	Olive Recreation Center Room 5/ Olive Park Playground
EDISON	Bungalow 30	Bungalow 30/ Playground
EMERSON	Upper Lunch Shelter	Upper Lunch Shelter
JEFFERSON	Bungalow B	Bungalow B/ Upper Playground
MILLER	Room 8	Miller Park Playground Area / Room 8
ROOSEVELT (Verdugo Park)	Lunch Shelter	Verdugo Park Lower Assembly Building

STEVENSON (Verdugo Park)	Lunch Shelter	Verdugo Park Lower Assembly Building
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* Dismissal times and locations subject to change.

In case of inclement weather, the program will be held indoors in a room provided by the school or park site. In case of rain, the Olive and Verdugo Park programs will walk quickly to their park sites, and each person should bring an umbrella and rain gear. Parents are welcome to send a change of clothes with their children if wanted.

PROGRAM FEES

PROGRAM FEE

The cost of the ASD program for 2016-2017 is \$140 per month (for four weeks of care—not calendar month). See page 10 for detailed payment plan. A \$50.00 registration fee (per child) to cover administrative costs associated with the program will also be required at the time of registration. The registration fee is non-refundable once your child starts the program. A two-week notice before your child starts the program is required to receive a refund of the \$50.00 registration fee.

Monthly program fees are due on the 25th. This fee must be paid to hold your child's space regardless of attendance (this includes illness, holidays, family emergencies, etc.) There is no prorated fee. The fee remains the same regardless of any holidays or early dismissal. There is no fee assessed for the weeks of Winter and Spring Break. Payment for a child registered mid-month is prorated until month's end. Parents will then be charged the monthly rate.

MAKING MONTHLY PAYMENTS, www.burbankparks.com

ASD uses an Online Registration Program called E-TRAK PLUS. Monthly payments can be made online via your E-Trak account (www.burbankparks.com), at your ASD site with check or money order, or McCambridge Recreation Center with exact cash, check, money order, or credit card (Visa/Mastercard) payment. Office Hours are Monday – Friday 9:00 a.m. - 9:30 p.m., Saturday 9:00 a.m. - 4:30 p.m, and Sunday, 1:00 p.m. - 4:30 p.m. **Please make checks or money order payable to the "City of Burbank" and write your child's name and ASD site on the check.**

If you have created an ETrak account before, but do not remember your user ID and password, please call 818-238-5378 for assistance. Please do not create a duplicate account! Please keep in mind that the balance on your account will reflect the balance for the remainder of the school year. If you withdraw in the middle of the school year, we will remove your child from ASD and your balance will be \$0.

LATE PAYMENTS

Parents are responsible for making payments by the 25th of every month. Payments made after the 25th will be charged a \$15 Late Payment Fee. Staff may remind you when the payment deadline is approaching, but parents are ultimately responsible for ensuring that your payment is made on time.

Payments are late if paid after the 25th of the each month, even when the 25th falls on a weekend or a holiday. If your payment is not made before the 1st of the current month and you have not contacted the staff or program director, staff will assume that your child no longer needs care, and your child may be dropped from the program.

RECEIPTS

ASD payment receipts are emailed. Please make sure your email is correct in E-Trak. Please look over your receipt carefully. If you have any concerns regarding your receipt, please talk to the staff at your ASD site. Please notify us right away if you are not receiving receipts.

You can view your ASD receipts and total amounts paid on your ETrak account at www.burbankparks.com. To help you locate this information, please see the picture below.



TAX I.D. NUMBER

For tax purposes, our Tax I.D. number is **95-6000683**. **Please keep records of your receipts and payments made. The City of Burbank Parks and Recreation Department does not distribute a cumulative total of yearly ASD expenses.**

WITHDRAWAL FROM PROGRAM & REFUNDS

If you plan to withdraw your child from ASD for any reason, a written/ emailed two-week notice is required. If any credit is due after the two-week notice, a refund will be processed and a \$10.00 refund processing fee will be charged.

CHECK SERVICE CHARGE

Any check returned for insufficient funds must be paid for in cash and will be subject to a \$25.00 NSF service charge. Furthermore, you may be required to make any future payments in cash or by money order.

Afterschool Daze

2016-2017 PAYMENT PLAN

**Although payments are made on a monthly basis, the fees apply to four (4) designated weeks, not calendar months. Fees are not applied to Winter or Spring Breaks.

Payment Due Date	Payment Due	Payment Applied To Weeks
Upon Registration	\$50	Registration Fee
5/2016	\$70	8/15, 8/22
8/25/2016	\$140	8/29, 9/5, 9/12, 9/19
9/25/2016	\$140	9/26, 10/3, 10/10, 10/17
10/25/2016	\$140	10/24, 10/31, 11/7, 11/14
11/25/2016	\$140	11/21, 11/28, 12/5, 12/12
Weeks of 12/26 and 1/2 <u>NO ASD</u> - Winter Recess Camp (separate fee)		
12/25/2017	\$140	12/19, 1/9, 1/16, 1/23
1/25/2017	\$140	1/30, 2/6, 2/13, 2/20,
2/25/2017	\$140	2/27, 3/6, 3/13, 3/27
Week of 3/20 <u>NO ASD</u> - Spring Recess Camp (separate fee)		
3/25/2017	\$140	4/3, 4/10, 4/17, 4/24
4/25/2017	\$140	5/1, 5/8, 5/15, 5/22
(for August) 2017/2018 School Year	TBD	

TOTAL FOR 2016-2017 SCHOOL YEAR: \$1,380 (includes \$50 registration fee)

